

GRADUATE DEGREES AND OTHER POST BACCALAUREATE STUDIES

Vice Provost for Academic Affairs and Dean of Graduate Studies

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Graduate Studies

A student who plans to become a candidate for a master's degree must hold a bachelor's degree from a regionally accredited institution or have completed equivalent academic preparation at a foreign university as determined by the appropriate campus authority. The student must have completed undergraduate course work substantially equivalent to that required at California State University, Long Beach in the discipline of intended graduate study, or must be prepared to undertake additional work to make up any deficiency. Most graduate degree programs are based upon preparation in the discipline at the undergraduate level. Undergraduate preparation is considered adequate if a candidate has met the upper-division requirements of this University for a bachelor's degree in the subject matter area of the master's degree program. Refer to specific departments for detailed requirements of each degree program. The following graduate degrees are offered:

Master of Arts Degree in:

- Anthropology
- Applied Sociology
- Art
- Asian Studies
- Communication Studies
- Communicative Disorders
- Dance
- Economics
- Education
- English
- Family and Consumer Sciences
- French and Francophone Studies
- Geography
- German
- Global Logistics
- History
- Kinesiology
- Linguistics
- Music
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Spanish

Master of Business Administration

Master of Business Administration / Master of Fine Arts in Theatre Management

Master of Fine Arts Degree in:

- Art
- Creative Writing
- Dance
- Theatre Arts

Master of Music

Master of Physical Therapy

Master of Public Administration

Master of Public Health

Master of Social Work

Master of Science in Nursing/Master of Public Health

Master of Science Degree in:

- Aerospace Engineering
- Applied Statistics
- Biochemistry
- Biology
- Chemistry
- Civil Engineering
- Computer Science
- Counseling
- Criminal Justice
- Electrical Engineering
- Emergency Services Administration
- Engineering
- Geology
- Gerontology
- Health Science
- Health Care Administration
- Kinesiology
- Mathematics
- Mechanical Engineering
- Microbiology
- Nursing
- Nursing/Health Care Administration
- Nutritional Science
- Physics
- Psychology
- Recreation Administration
- Science Education
- Special Education

Ed.D. in Educational Leadership

Ph.D. in Engineering and Industrial Applied Mathematics

(awarded jointly with Claremont Graduate University)

DPT in Physical Therapy

Certificate Programs and Graduate Study

Students, whether graduates of CSULB or of another accredited institution, may complete the requirements for and be awarded certificates while in graduate standing. Certificate programs are of two types: baccalaureate certificates which may be taken concurrently with or following the award of the baccalaureate degree, and graduate certificates which require post-baccalaureate standing. The graduate certificates are listed below, with the department responsible for each certificate indicated in parentheses.

Graduate certificate programs require at least 18 units of course work, of which at least 12 units must be at the 500 or 600 level. Courses taken to fulfill the requirements for the master's degree may also be applied to certificate requirements, if the certificate program permits, but such overlap may not exceed 15 units. Courses in directed research, directed reading, internship, and independent study may comprise no more than 3 units of a graduate certificate program. Thesis and student teaching may not be used on the program. Extension and/or transfer credit may comprise no more than one-sixth of the course work used to meet graduate certificate requirements. A grade-point average of at least 3.0 must be maintained in the graduate certificate program's course work. All courses used to complete the requirements of a graduate certificate must be completed within a five-year period from the date of the initial course work.

If you wish to pursue a graduate certificate program, you should review the course requirements given in the department course listings of this catalog. You should notify the relevant department of your intention to pursue a certificate program as early as possible so as to receive early advisement on the program.

Certificates

Career Guidance Specialist
(Advanced Studies in Education and Counseling)
Community College
(Advanced Studies in Education and Counseling)
Health Care Administration (Health Care Administration)
Leisure Counseling (Recreation and Leisure Studies)
Museum Studies (Art)
Nurse Practitioner (Nursing)
Public Management Analyst
(Public Policy and Administration)
Public Sector Employer-Employee Relations and Personnel
Management (Public Policy and Administration)
Public Sector Financial Management
(Public Policy and Administration)
Reading Certificate (Teacher Education)
Systems Engineering (College of Engineering)
Teaching English to Speakers of Other Languages
(Linguistics)
Transportation Policy and Planning
(Public Policy and Administration)
Urban Executive Management
(Public Policy and Administration)
Waste Engineering and Management (Civil Engineering)

Graduate and Post-Baccalaureate Admission Requirements

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective. Students who meet both the minimum requirements established by the CSU system and the specific professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the academic program will be admitted as Classified Post-Baccalaureate or Credential candidates. Applicants may be admitted as Conditionally Classified if, in the opinion of appropriate campus authorities, deficiencies may be remedied by additional preparation. In unusual circumstances, a campus may make exceptions to these criteria.

To meet the minimum requirements for admission to graduate and postbaccalaureate studies at CSULB, a student shall at the time of enrollment: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; and (3) have attained an acceptable grade-point average in any of the following ways: (a) hold an advanced degree; (b) hold a baccalaureate degree with a cumulative GPA of at least 2.5 (A = 4.0); (c) hold a baccalaureate degree with a GPA of at least 2.5 in the last 60 semester (90 quarter) units attempted lower-division courses or courses taken in extension (except in adjunct enrollment at CSULB in the upper-division level) after obtaining the bachelor's degree will be excluded from the calculation.

Students in the process of completing a baccalaureate degree may be admitted on a provisional basis, subject to proof of degree completion by the established deadline, if their cumulative GPA is at least 2.7 or if the GPA in their last 60 semester or 90 quarter units are calculated at 2.5 or higher.

For information on the specific requirements for admission to a given program, see the catalog section for that program.

These and other CSU admissions requirements are subject to change as policies are revised and laws are amended. The CSU website, www.calstate.edu and the CSU admissions portal www.csumentor.edu are good sources of the most up-to-date information.

Graduate Standing — Conditionally Classified

To qualify for admission in conditionally classified graduate standing, a student must:

1. Hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or have completed equivalent academic preparation in a foreign university as determined by an appropriate campus authority;
2. Have attained a grade-point average of at least 2.5 (A = 4.0) in the last 60 semester (90 quarter) units attempted;
3. Have been in good standing at the last college attended; and
4. Be accepted into a graduate degree curriculum on a conditional basis, subject to the requirement that any deficiencies must be remedied by additional preparation.

Graduate Standing — Classified

A student who meets the minimum requirements for admission as a graduate student, as specified in the preceding paragraph, may be admitted as a fully classified graduate student pursuing an authorized degree curriculum if the appropriate program authorities determine that he or she satisfactorily meets the professional, personal, scholastic, or other standards for admission to the graduate degree curriculum, including qualifying examinations that the appropriate program authorities may prescribe. Only those applicants who show promise of success and fitness will be admitted to graduate degree curricula, and only those who continue to demonstrate a satisfactory level of scholastic competence and fitness shall be eligible to proceed in such curricula.

Post-Baccalaureate Standing — Classified

In this status a student is eligible to enroll in a credential or certificate program, provided that such additional professional, personal, scholastic, and other standards, including qualifying examinations, as may be prescribed for the particular credential or certificate program by the appropriate campus authority, are satisfied.

Admission to the University

For admission requirements, see the Admission section of the catalog.

Admission to a Department as a Graduate Student

In order to pursue a credential or master's degree, students must be accepted by the department or college offering the degree program. In some instances (see specific department listing) this process may require supplemental application to the department or college. Following review, the department or college will determine whether or not a student meets its requirements for admission to its degree program. Departments or colleges that receive more applications from qualified students than the number of graduate spaces they have available will admit students in priority order based on the strength of candidates' qualifications.

If space is available, a student who is admissible to the University but who does not meet program requirements for admission may nevertheless be accepted as a conditionally classified graduate student by the department or college offering the program, subject to the provision that all remaining admission requirements of the program must then be fulfilled after enrollment.

Special Action

In rare and compelling circumstances, an applicant who doesn't qualify for admission under the previous provisions may be admitted by special action if on recommendation of the appropriate faculty of the department/college concerned and in the judgment of the Vice Provost for Academic Affairs and Dean of Graduate Studies or his/her designee there exists acceptable evidence that the applicant possesses sufficient academic, professional, and other potential pertinent to her/his educational objectives to merit such action, as shown through aptitude scores, recent academic performance, and experiential background.

Graduation Writing Assessment Requirement (GWAR)

As a requirement for advancement to candidacy, all graduate students must demonstrate upper-division competency in academic writing in English. Students must either submit evidence of having fulfilled this requirement elsewhere or attempt to fulfill it no later than the end of their first semester of matriculation at CSULB. All graduate students must fulfill the GWAR by one of the following:

1. Receiving a score of 11 or higher on the Writing Proficiency Exam (WPE);
2. Enrolling in a GWAR course and submitting a portfolio for assessment after attempting the WPE once.
3. Passing another approved assessment of writing competence.
4. Having fulfilled the GWAR as part of their baccalaureate degree(s) while matriculated at CSULB or at another CSU campus.
5. Earning a CSULB-approved passing score on the writing portion of an approved standardized writing assessment, such as the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT).

Information about GWAR courses and alternative GWAR assessments is available at www.csulb.edu/gwar.

Effective Fall 2010, graduate students in their first semester of residency who are taking the WPE for the first time will be required to satisfy the GWAR within two semesters of enrollment following their first WPE attempt. To ensure that the GWAR is satisfied within the specified time, students in this group must comply with the following requirements determined by their WPE score:

1. Students receiving scores of 11 or higher have satisfied the GWAR and may proceed with completion of other degree requirements.
2. Students receiving scores of 9 or 10 must enroll in a GWAR course and submit a portfolio at the end of the course. Students are expected to fulfill the GWAR within two semesters of enrollment following their first WPE attempt. Students are not generally permitted to attempt the WPE more than one time but in rare cases may be given permission for a second attempt by a GWAR advisor. Students who have questions about their next step or need help selecting an appropriate GWAR course should schedule an appointment with a GWAR advisor in the University Center for Undergraduate Advising, Horn Center, 103.
3. Students receiving scores of 8 or lower must complete English 301A in the following semester of enrollment, must complete a GWAR course in the subsequent semester of enrollment, and must satisfy the GWAR within two semester of enrollment following their initial WPE attempt.

Graduate students must satisfy the GWAR before they will be advanced to candidacy. (Advancement to candidacy requires satisfying the GWAR and satisfactorily completing six or more semester units in residence while earning a 3.0 GPA or greater.) Graduate students must also visit their graduate faculty advisors in their first semester to determine if additional departmental or program writing requirements apply to their advancement to candidacy.

Students who attempted the WPE once prior to Fall 2010 may attempt the WPE a second time or may enroll in a GVAR course and submit a portfolio for assessment. Students are not permitted to take the WPE more than two times.

Students with degrees from non-CSU campuses must either provide evidence of fulfilling a comparable non-CSU writing assessment or fulfill the CSULB GVAR. Assessments of writing competence from non-CSU campuses are evaluated by the GVAR Coordinator for their equivalence before they are accepted to fulfill the GVAR. The form for requesting approval of a non-CSU writing assessment is available at www.csulb.edu/testing.

Students can register for the WPE at Testing, Evaluation & Assessment, BH-216 (562)985-4007 or online at www.csulb.edu/testing. Students must pay a fee each time they take the test to cover the costs of test administration and scoring. Testing, Evaluation & Assessment offers three-hour workshops one to two weeks prior to each WPE date. Information about these workshops, the WPE workbook, and related services is available at BH-216 or at www.csulb.edu/testing.

The GVAR, Registration Holds, and Application to Graduate

If graduate students neglect to attempt the WPE in their first semester of residency, CSULB will place a hold on their privilege to register for classes. Students must register for and take the WPE to release these registration holds.

Students with compelling reasons can request deferrals at Testing, Evaluation & Assessment. In certain circumstances, students, with help from their faculty or staff advisors, may submit an appeal or contract to release a registration hold temporarily.

If students fail to comply with requirements to enroll in a GVAR course or to meet with an advisor, CSULB will place a hold on their privilege to register for classes. Students must meet with a GVAR advisor to release these registration holds.

Graduate Research Fellowship

The Graduate Research Fellowship is awarded by CSULB faculty to students who show potential for success in scholarly and creative activity and an interest in advanced study. Interested students should contact the office of their college dean for information on the nomination process.

Graduate Study in the International Programs

Students planning to participate and receive unit credit toward a master's degree in an International Program should consult with the graduate advisor in the department of their major and college dean or director of graduate studies before entering the degree program.

Graduate students who have not been admitted to candidacy for a master's degree and who participate in the International Programs may, upon their return to California State University, Long Beach, petition to have six units earned as resident credit in the International Programs included on their official student program for the master's degree. In no case may excess grade points earned in the International Programs be used to bring a grade-point deficiency at California State University, Long Beach to the required 3.0 (B) average.

Students admitted to candidacy for a master's degree who plan to participate in the International Program of Studies must obtain permission, prior to beginning their study abroad, to have units earned abroad applied toward satisfaction of their degree requirements. A candidate's petition to apply units earned abroad must be reviewed and recommended by the department offering the degree. The specific courses to be taken on the foreign campus, thesis research which is to be done abroad, or any other requirements such as examinations to be taken upon the student's return must be listed on the official student program. Usually no more than six units of credit may be transferred to apply toward the minimum 30 units for an advanced degree as a result of participation in the International Program of Studies, but a maximum of 12 units may be allowed by the Vice Provost for Academic Affairs and Dean of Graduate Studies or his/her designee in consultation with the University Graduate Council in a special case.

A copy of the candidate's graduate student program must be forwarded to the Resident Director for the foreign area, who must certify that any credit earned abroad is appropriate to meet graduate degree requirements.

Pending the faculty's evaluation of the student's work, a Report Delayed (RD) grade will be assigned in all courses in which work was completed abroad and which are offered to satisfy requirements toward an advanced degree.

Change of Objective

Evaluation of credits transferred to the University is based in part upon the objective indicated on the application for admission. Candidates desiring a change in graduate objective to a discipline different from that indicated on the original application must reapply to the University. Reapplication requires the submission to the Office of Enrollment Services of a newly completed Graduate and Postbaccalaureate Admission form and payment of the associated fee. The proposed new graduate department or program will review the application and notify Enrollment Services of its decision. Students who are admitted to a new discipline must then seek approval of their official student program and advancement to candidacy, using the procedures indicated below under "The Program" and "Advancement to Candidacy." Students who are not admitted to a new discipline have the option of continuing to pursue their original objective.

The only exception to the procedures described in the preceding paragraph is for students seeking to change from one degree program to another degree program within the same discipline (for purposes of this regulation, all options offered by the College of Education are considered to be part of a single discipline). In such cases, candidates must obtain department approval, asking the department to request the program change from Enrollment Services. Requests are considered on a case-by-case basis. If granted permission, candidates must then seek approval of their official student program and advancement to candidacy, using the procedures indicated below under "The Program" and "Advancement to Candidacy."

Withdrawal from the Degree Program

If a student wishes to resume graduate study after withdrawal, the student must reapply to the University and to the graduate program. If admitted, the student must be readvanced to candidacy and the department or college may determine that the student's graduate program should be changed.

University Regulations Governing the Master's Degree

General

The following regulations apply to all graduate degree programs. Specific academic and curricular requirements of individual degree programs are given in the departmental listings of this catalog.

All regulations involving a calculation of grade-point average subsequent to admission to the University as a graduate student shall be based on the following common practices and standards.

"Cumulative Graduate Grade-Point Average" shall be calculated on all upper-division and graduate-level coursework attempted by a student at this University after completion of a baccalaureate degree.

Grade-point average standards calculated on the basis of a smaller range, grouping, or set of upper-division and graduate-level courses, for example, "courses in the major" or "courses taken since admission to the degree program," presuppose that the student has met the minimum standard for any larger range, group, or set, including the Overall Graduate Grade-Point Average.

1. A student pursuing the master's degree must maintain a Cumulative Graduate Grade-Point Average of 3.0 (B). Exceptions to the 3.0 (B) Cumulative Graduate Grade-Point Average may be made only on the recommendation of the departmental faculty offering the degree, the college dean or designee, and approval by the Dean of Graduate Studies or designee.
2. At least a 3.0 (B) average must be maintained in the degree program.
3. No course with a grade lower than "C" may be applied toward the fulfillment of degree requirements.
4. Graduate students cannot repeat and delete courses either for credit or to improve their grade-point average, but may repeat and average courses and grades for courses required for the degree.
5. The individual course of studies (student program) for the master's degree must contain a minimum of 30 units in upper-division and graduate courses.
Some degree programs require additional units. Please consult individual degree program requirements.
A minimum of sixty percent of the units required for the degree shall be in the 500- and 600-level series and these shall be completed at this University, consistent with departmental requirements. Student teaching cannot be included in any master's degree program.
6. A thesis, project, or final comprehensive examination must be completed. A minimum of four and a maximum of six semester units shall be allowed for a thesis or project. Failure of the comprehensive examination or thesis requirement is failure of both options. Thus, a student failing the comprehensive examination may not proceed

to the thesis/project option or vice versa. Once a student has completed a semester of enrollment towards fulfillment of either the comprehensive examination or thesis/project option, the student may not change from one option to the other without the approval of the faculty concerned, the department chair, and the appropriate dean or designee.

7. No fewer than 24 semester units shall be completed in residence at the University. The Vice Provost for Academic Affairs and Dean of Graduate Studies or his/her designee may authorize department/college approved substitution of credit earned by alternate means for a part of the residence requirement. Units, including continuing education or extension units, accepted by transfer for application toward the minimum units required for a master's degree cannot be used to fulfill the minimum unit requirements in the 500/600 series. This 500/600 unit requirement must be completed in the major discipline and in residence at this University.
8. All requirements of the degree program must be completed within seven years of the date the student program was initiated, i.e., the date (semester) when the earliest course appearing on the student program was completed. An extension of time beyond the limit may be granted by the Vice Provost for Academic Affairs and Dean of Graduate Studies or his/her designee if warranted by individual circumstances and if the outdated work is validated by comprehensive examination in the relevant course or subject field work, or such other demonstration of competence as may be prescribed by the department and/or college.
9. A graduate student who expects to receive a degree at the end of any semester or summer session must be enrolled during that semester or session and must complete the Request to Graduate Form well in advance. The appropriate request for Spring or Summer candidates must be filed by the preceding October 15; for Fall candidates, by the preceding March 1 at the Office of Enrollment Services. The names of candidates who file within these deadlines will appear in the Commencement Program published each Spring.
Note: Graduate Studies 700 may only be used to fulfill the enrollment requirement if the applicant has completed all degree program courses prior to the semester of graduation. An incomplete grade not otherwise resolved prior to graduation will automatically revert to the letter grade indicated on the "Requirements for Assigning an Incomplete Grade" form. A course with an unresolved grade of RP (Report in Progress) will remain on the transcript but will be removed from the student's program of study. Incomplete grades cannot be resolved after graduation.
10. Proficiency of a student in all parts of a curriculum is determined by the faculty of the University. A favorable vote of the faculty is required for a student to receive the degree.

Second Master's Degree

A graduate student who is currently enrolled in a master's program at CSULB must complete that master's program before enrolling in courses for another degree. A graduate student who already holds a master's degree from this or any other accredited institution but desires to become a candidate for a second master's degree in a different field is subject to the following regulations:

1. All admission requirements of the University and college or department must be met (all general regulations listed in the catalog apply to the second master's degree);
2. Enrollment and approval of candidacy for the second degree will be granted only after the first degree has been completed and awarded;
3. All requirements for the new degree must be completed;
4. After awarding of the first master's degree, a minimum of 24 units of graduate residence credit must be earned at this University including the minimum of 500/600-series units mandated by the major department in which the student is earning the second master's degree;
5. No more than six units earned on the first degree may be applied to a second master's degree;
6. Prerequisites for an advanced course must be completed prior to enrollment in the advanced course. An instructor may disenroll a student who does not provide evidence of adequate preparation;
7. All prerequisites must be completed prior to application for candidacy;
8. Two master's degrees cannot be awarded concurrently;
9. The area or discipline in which the second degree is earned shall be designated on the transcript and a second diploma awarded.

The Program

A student must consult with the graduate advisor of the department or college to prepare a tentative degree program. After completing prerequisites and other requirements, the student must formulate an official student program and apply for advancement to candidacy.

The department will assign the student a faculty advisor who must be consulted about preparing a degree program. The advisor should have an official evaluation of the student's previous work from the Office of Enrollment Services, although transcripts provided by the student may be used to develop a tentative student program and discuss degree requirements. When the Office of Enrollment Services' evaluation and the results of tests are available, the faculty advisor can assist the student in drawing up a student program. This student program must be approved by the student's faculty advisor, the departmental graduate advisor, and college dean or director of graduate studies or, for Interdisciplinary Studies, the Vice Provost for Academic Affairs and Dean of Graduate Studies or his/her designee. The student program must list the following:

1. Courses required for removal of undergraduate deficiencies;
2. All courses taken prior to advancement to candidacy which are to apply toward the 30-unit minimum;
3. Required courses;
4. Elective courses.

The official student program, when approved, serves as the basis for the Office of Enrollment Services' graduation audit which is required before the degree can be granted. Students who have not been advanced to candidacy are subject to all changes as published in the CSULB *Catalog*, Policy Statements, and certifications.

Graduate student programs may be revised as the student advances toward the degree. Such revisions must be recommended by the faculty advisor and approved by the departmental graduate advisor and the college dean or director of graduate studies.

Advancement to Candidacy

Advancement to candidacy is the next step after achieving classified status and confers the equivalent of catalog rights on graduate students. Advancement to candidacy also signifies approval of a plan of study by the student's major department and college or, in the case of an Interdisciplinary Studies graduate student, approval by the Director of the Interdisciplinary Studies Program. The prerequisites to advancement to candidacy are:

1. Classified status;
2. Fulfillment of the CSULB Graduation Writing Assessment Requirement (GWAR). Information is available in Testing and Evaluation Services (Brotman Hall 216);
3. A minimum 3.0 overall grade-point average and a 3.0 grade-point average in all units undertaken for the student program (at least 6 units);
4. Enrollment.

All graduate students are required to advance to candidacy when the above prerequisites have been successfully completed. Advancement to candidacy is to occur at least one semester or summer session prior to the semester (session) in which the student expects to graduate. It must occur prior to a student filing the Request to Graduate form with the Office of Enrollment Services. Filing deadlines are the same as for baccalaureate degree candidates. A student must be enrolled in the semester or summer session in which advancement to candidacy takes place. All students must consult with their graduate advisor regarding advancement to candidacy and to determine any departmental requirements to graduate from the University.

An approved graduate student program remains in effect as long as a candidate is making satisfactory progress. To ensure minimum satisfactory progress toward the degree objective, the student must enroll every fall and spring semester and complete all degree requirements within seven years after completion of the first course on the student program. See also information about Graduate Studies 700 later in this section. The student may not change the graduate major without filing a new application for admission. If admitted to the new discipline, the student must then follow the steps indicated above for obtaining approval of a new student program and advancement to candidacy.

A student entering military service after having been advanced to candidacy will not be considered as having withdrawn from candidacy, provided that the student is inducted, enlisted, or called to active duty during a semester in which enrolled or not more than one semester thereafter, and provided that the student enrolls for work toward a degree within one calendar year of the date of release from service.

Students who have been advanced to candidacy and absent themselves from the University on educational leave will be considered as not having withdrawn from candidacy for an advanced degree, provided the terms of the educational leave are fulfilled.

A department or college recommends a student for advancement to candidacy by forwarding a graduate student program for approval to the college dean or director of graduate studies. After the student's program has been processed and approved, a copy of the

completed student program and a letter advancing the student to candidacy will be mailed to the candidate, with copies filed with the department or college and the Office of Enrollment Services.

A student must be enrolled in the semester or summer session in which advancement to candidacy takes place, and this must occur no later than one semester or summer session prior to completion of course requirements. Normally, a student is eligible and should file for advancement to candidacy after completing six units of graduate coursework for the graduate degree program with a 3.0 grade-point average.

Election of Regulations

Graduate students advanced to candidacy will be held responsible for the regulations governing master's degrees in effect at the time of advancement or at the time the last requirement for the degree is met. A change in master's degree objective or readmission to a graduate degree program following withdrawal requires that a new student program be filed under the current graduate policies as published in the latest edition of the catalog.

Teaching Associateships and Graduate Assistantships

Many CSULB departments have Teaching Associate (TA) and/or Graduate Assistant (GA) positions available for qualified graduate students. Students should check in department offices or on the campus web site for more information.

Comprehensive Examination

Each department or college requiring a final comprehensive examination determines the content of the examination. Such examinations may be written or oral or both. A faculty committee shall represent the department in preparing questions, administering, and reading the examination. Through the comprehensive examination, the faculty provides an opportunity for the master's degree candidate to demonstrate analytic ability and knowledge of the discipline. Working with the department chair or dean of the college and the appropriate committee, the departmental graduate advisor usually assumes responsibility for scheduling the examinations and for selecting the other faculty members to participate.

Students may not enroll for courses in preparation for the comprehensive examination or take the comprehensive examination unless they have been advanced to candidacy for the master's degree or unless advancement to candidacy will occur in the semester in which the enrollment takes place.

During the first semester of residence, the graduate student should ascertain from the faculty advisor what preparation will be expected. Early in the final semester of study for the degree, the candidate should contact the departmental graduate advisor to make arrangements for taking the examination. The department or college will notify the Office of Enrollment Services whether the student has passed or failed the final comprehensive examination. A candidate who has failed will usually be allowed to take the final comprehensive examination a second time, and the departmental graduate advisor should be contacted for specific procedures for the second attempt. To award a candidate the master's degree for a particular semester, the results of the comprehensive examination must be reported to the Office of Enrollment Services prior to the end of the semester.

Theses and Projects

A student may enroll for Thesis (course 698 or 699) only when that student has been advanced to candidacy for the degree or when advancement to candidacy will occur in the semester of initial enrollment in Thesis.

Theses and projects submitted in partial fulfillment of the requirements for a graduate degree at this University shall meet the following definitions established by the Trustees of the CSU.

A thesis is a written product of the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis will be required.

A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.

Students are responsible for understanding the definition of a graduate thesis as outlined above and must follow the format guidelines prescribed by the University and department in which the thesis is completed.

Thesis Committees

A student's thesis committee shall consist of at least three members qualified in the areas relating to the thesis. At least two shall be full-time faculty members at CSULB, one of whom must be tenured or tenure-track. The chair of the thesis committee must be a tenured or tenure-track faculty member from a department authorized to offer a graduate degree. The thesis committee must be approved by the department chair and the graduate or thesis advisor. Normally the chair of the committee also serves as thesis director, but this is not necessarily so. The thesis director must be a person qualified in the specific area of the thesis, but need not be a tenured or tenure-track faculty member. The committee shall be responsible for the guidance of the student throughout the thesis effort. Any change in the composition of the committee requires justification and must be approved by the appropriate department graduate advisor and college associate dean or director of graduate studies.

Thesis committee members will advise and direct students in their thesis work and ensure that the thesis meets the standards and definition of a thesis specified above.

Thesis committee members will determine the grade to be awarded for completion of the thesis; and by signing the thesis signature page, thesis committee members certify that they have determined that the thesis meets the required standards of scholarship, format, and style of the discipline.

When the thesis committee includes a thesis director who is not the chair of the committee, this person may be identified on the thesis approval page as "Thesis Director."

Thesis Committee Chairs

Thesis committee chairs will determine that the student has the proper preparation in terms of course work and research skills to pursue the proposed thesis.

In departments where this function is not carried out by graduate advisors, thesis committee chairs will advise the student in the selection of other members for the thesis committee, ensuring that the other members are appropriate to the proposed thesis effort.

Thesis committee chairs will be the major contact point with the student and will oversee the other committee members' work with the student.

Thesis committee chairs will assure that the editorial and format standards appropriate to the mechanical preparation of a thesis are followed.

Thesis committee chairs will establish guidelines for the student and timetables to be followed to ensure completion of the thesis in a reasonable time.

Thesis committee chairs will arrange for the oral defense of the thesis when required.

The thesis committee chair is responsible for canvassing the committee and reporting the grade agreed upon by its members. After the completed thesis has been reviewed by the University Thesis and Dissertation Office for conformance with prescribed format criteria and the approval page has been signed by the committee and by the dean or department chair, as appropriate, the final grade will be submitted.

Thesis and Dissertation Office

All theses must be acceptable for deposit in the University Library. The Thesis and Dissertation Office in University Library will verify that each thesis meets the format criteria prescribed by the department or degree program and by the University and that it meets all University procedural requirements for theses. Students should consult the University Thesis and Dissertation Office for information, advice, and assistance on the mechanics of preparing a completed thesis and should purchase a copy of *Master's Theses and Projects: Guide to Style and Format* (copies of this guide can also be checked out from the reserve desk in University Library). The Thesis and Dissertation Office also conducts periodic workshops on how to prepare a thesis or dissertation at CSULB.

Academic Probation and Disqualification

Graduate Students

For purposes of determining eligibility to remain at the University, both quality of performance and progress toward the student's objective will be considered. Eligibility will be determined by use of grade points and grade-point average.

Students who are enrolled in a graduate degree program in conditionally classified or classified standing will be subject to academic probation if they fail to maintain a cumulative grade-point average of at least 3.0 (as defined earlier under General Regulations Governing the Master's Degree) in all units attempted subsequent to admission to the degree program.

Every graduate student who has been advanced to candidacy must maintain a cumulative grade-point average of 3.0 and a grade-point average of 3.0 in all courses applicable to the degree. Candidacy for an advanced degree may be

revoked if a student's cumulative grade-point average falls below 3.0 at any time. Students who become subject to dismissal from an advanced degree program will be notified of the action taken by the college associate dean for graduate studies or the Vice Provost for Academic Affairs and Dean of Graduate Studies or his/her designee.

Graduate and post-baccalaureate students are subject to disqualification if while on probation they fail to earn grades of sufficient quality to remove themselves from probationary status. Disqualification will bar such students from any further enrollment at CSULB.

Other Post-Baccalaureate Students

A post-baccalaureate classified student who fails to maintain a cumulative grade-point average of 2.5 on all units attempted at the University will be placed on probation.

A student on probation who, prior to the beginning of the next term, fails to attain a cumulative grade-point average of 2.5 on all units attempted at the University will be disqualified.

A student who is disqualified because of scholastic deficiency may petition the appropriate program authority for readmission only after an absence of two semesters or upon successful completion of summer session courses which remove the grade-point deficiency.

Petitions for readmission must indicate the reason for requesting readmission and must include a statement of any academic work successfully completed since disqualification or of any other activity which gives evidence in support of the petitioner's belief that readmittance is warranted. An application for admission and required transcripts, as well as the petition, must be submitted to the Office of Enrollment Services before the dates established by the University for filing applications.

Academic Credit

Credit/No Credit Grading

A graduate student may take courses at the 100/200/300/400 levels under the Credit/No Credit grading policy; however, no course in which a grade of "CR" has been assigned may be used to fulfill the requirements for a master's degree, except that the grade of "CR" may be permitted for master's theses or projects to a maximum of six units when the individual department has specifically designated Credit/No Credit grading for the thesis/project course in the department and for field work, practicum, and/or internship courses.

For graduate students, courses at the 300/400/500/600/700 levels require "B" level proficiency to merit award of the "CR" grade; at the 100/200 levels "C" level proficiency or better is required for award of the "CR" grade.

The option of Credit/No Credit grading for graduate students on 100/200/300/400-level courses is subject to specific regulations of the individual departments regarding their graduate students and regarding the authorization for this option intrinsic to the approved course. Otherwise, no limitation exists as to the number of courses taken under this policy.

Waiver of Course Requirement and Credit by Examination

No waiver of course requirements or credit by examination may be used to satisfy master's degree requirements. However, the following rules govern course waivers or credit

by examination in satisfying prerequisites for admission to candidacy in any master's degree program.

Any candidate for a master's degree who believes that previous training has provided adequate preparation in a certain area may request a waiver from the department concerned.

A candidate may also apply for course credit by examination, but only for prerequisite courses and not to satisfy any of the requirements for the master's degree. Requests for such examinations must be made to the department concerned and approved by the department chair. Credit by examination is restricted to courses published in the current CSULB *Catalog*. Please see Credit by Examination in the General Regulations section of this catalog.

All course credit by examination will be recorded as CR (Credit) and will not be included in calculation of grade-point averages; such credit may not be used to remove a grade of "D" or "F" in a course already attempted, nor may course credit by examination be granted for any course which is a prerequisite to one for which credit has already been received.

Graduate Transfer Units by Extension

At the option of the college or department offering an advanced degree requiring a total of 30 units, up to 6 units of approved extension/continuing education or transfer credit is acceptable on graduate student programs. At the option of the college or department offering a graduate degree requiring a total of 30 units, this limit may be raised to 9 units of extension/continuing education credit if taken at CSULB. These limits may be increased further for graduate degrees requiring more than 30 units provided that (1) no graduate degree may be awarded by CSULB unless at least 24 units are taken in residence, and (2) no graduate student program may use either extension/continuing education or transfer credit to satisfy the requirement that at least 60 percent of the total units be taken at the 500 and 600 levels. Extension courses completed at campuses including California State University, Long Beach shall be acceptable within the six-unit transfer limit, provided the work can be properly evaluated and the course is acceptable as graduate work for an equivalent graduate degree on the campus where taught. Extension/continuing education and transfer course material shall be evaluated and approved by CSULB faculty teaching in the topic area in conjunction with the department graduate advisor and college associate dean or director of graduate studies. Final approval/disapproval shall be the responsibility of the Vice Provost for Academic Affairs and Dean of Graduate Studies or his/her designee.

Extension/continuing education credit may not be used to reduce the minimum units required in a discipline for a master's degree, that is, extension credit may be used to complete coursework required outside the discipline. Excess grade points earned in extension classes may not be used to offset a grade-point deficiency in the total graduate record.

Grades earned at another institution may not be used to offset grade-point deficiencies in courses taken at this University. However, grades of "C" earned at another institution in courses transferred to satisfy subject matter requirements for an advanced degree at this institution must be balanced by grades of "A" at this University to meet the required 3.0 ("B") overall average.

Credit earned by correspondence or by examination cannot be used to satisfy master's degree requirements.

Graduate Studies 700

Every semester, graduate students must be registered in a course or in GS 700 or must have an approved educational leave. Registration in GS 700 is restricted to graduate students who have completed all course work, have been advanced to candidacy, and have departmental approval. Registration in a course or in GS 700 also is required in winter or summer session if that is when a student plans to graduate. Although no unit credit is added to the student's program or transcript, GS 700 is considered as one unit of concurrent enrollment credit for fee payment purposes, payable at the College of Continuing and Professional Education (CCPE) located at 6300 State University Dr., Ste. 104. Application forms are available from CCPE and must be approved by department graduate advisors. Registration in GS 700 is CR/NC only.

Academic Load

Nine units per semester is a normal academic load for a full-time graduate student engaged in study toward a master's degree. If a candidate wishes to exceed this limit, it should be discussed with the departmental graduate advisor. The maximum load for graduate students working toward a master's degree is 16 units per semester. Students who are employed full-time should not exceed six units per semester.

Graduate students who wish to register for more than one unit of credit per week of attendance during the summer session must secure advance approval from the college associate dean or director of graduate studies. Petition forms and information may be obtained in the college offices.

Honors for Graduate Students

Graduate Dean's List

The Graduate Dean's List provides for university recognition of its most outstanding graduate students. Candidates for this honor will normally have completed all the coursework applicable to their graduate student programs at this university. The annual list is limited to one percent of the university's graduate enrollment. Those honored will be named in the Commencement Program and will receive a certificate from the administrator in charge of graduate programs or designee.

Departmental Graduate Student Honors

In recognition of outstanding graduate student achievements, departments may honor graduating master's and doctoral degree candidates by special recognition in the annual commencement ceremonies. The number of honors awarded by a department shall be limited to three students or five percent of graduates, whichever is larger. Departmental honors are usually restricted to students not otherwise recognized by university or college awards. These honors are normally conferred for excellence in and contributions to the discipline, including outstanding seminar papers, artistic exhibitions, special achievements in field work, and in university committees and functions, as well as participation in scholarly and professional organizations resulting from student research.